

## **Sunshine Reform Task Force**

### **Framework of Proposed Sunshine Ordinance Categories 11/10/2006**

#### **Part 1 Purpose**

#### **Part 2 Public Meetings**

- 2.1 Definition (ancillary body, agenda packet, City, City staff, Council staff, Council Appointee, department head, meetings, policy body)
- 2.2 Meetings to be Open and Public: Application of Brown Act
- 2.3 Time and Place for Meetings
- 2.4 Notice and Agenda Requirements
- 2.5 Notice Requirements
- 2.6 Special Meetings
- 2.7 Barriers to Attendance Prohibited
- 2.8 Recording and Photography
- 2.9 Public Testimony and Written Statement
- 2.10 Minutes
- 2.11 Public Comment by members of Policy Bodies
- 2.12 Conflict Disclosures
- 2.13 Senior Staff Meetings Open to Public

#### **Part 3 Closed Sessions**

- 3.1. Agenda Disclosures: Closed Sessions
- 3.2. Additional Requirements for Closed Sessions
- 3.3. Closed Sessions: Permitted Topics
- 3.4. Statement of Reasons for Closed Sessions
- 3.5. Disclosure of Closed Session Discussions and Actions

#### **Part 4 Public Information and Outreach**

- 4.1 Definition of Public Information
- 4.2 Release of Public Information
- 4.3 Public Review File – Policy Body Communications
- 4.4 Internet Access/World Wide Web Minimum Standards
- 4.5 Calendars of Certain Officials
- 4.6 Additional Public Outreach
  - 4.6.1 Policy 6-30: Public Outreach for Land Use/Development Proposals
  - 4.6.2 Outreach for Capital Projects
  - 4.6.3 Issues of Significant Public Interest
  - 4.6.4 Parks, Recreation and Neighborhood Services Public Outreach Policy
  - 4.6.5 Policy 5-6: Traffic Calming Policy for Residential Neighborhoods.

## **Part 5     Public Records**

- 5.1     Definitions
- 5.2     Process for Gaining Access to Public Records; Administrative Appeals
- 5.3     Public Information that Must be Disclosed
  - 5.3.1     Drafts and Memoranda
  - 5.3.2     Litigation Material
  - 5.3.3     Personnel Information
  - 5.3.4     Law Enforcement Information
  - 5.3.5     Contracts, Bids, and Proposals
  - 5.3.6     Budget and Other Financial Information
  - 5.3.7     Employees may not assert CPRA as the basis for withholding any documents or information under this ordinance.
  - 5.3.8     Employees may not assert CPRA as an exemption for withholding documents or information based on a “deliberative process” exemption.
  - 5.3.9     Employees may not assert an exemption for withholding any document or information based on a finding that public interest out weighs public interest in disclosure.
- 5.4     Immediacy of Response
- 5.5     Justification of Withholding
- 5.6     Withholding Kept to a Minimum
- 5.7     Fees for Duplication
- 5.8     Index to Records
- 5.9     Records Survive Transition of Officials
- 5.10    Correspondence and Records Shall be Maintained
- 5.11    “Advertising Space Provider”
- 5.12    Sources of Outside Funding Disclosed

## **Part 6     Technology**

- 6.1     Policy Regarding Use and Purchase of Computer Systems

## **Part 7     Enforcement**

## **Part 8     Ethics and Conduct**

- 8.1     Sources of Outside Funding